



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:	Department of Education Commissioner's Office			
Department Contract Administrator or Grant Coordinator:	Chelsey Fortin-Trimble			
(If applicable) Department Reference #:	N/A			
Agency Department Code:	05A	Advantage CT / RQS #:	RQS 20260605000000001879	
Amount: (Contract/Amendment/Grant)	\$15,376.00			
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	8/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Swan Island Press, Portland ME		
Brief Description of Goods/Services/Grant:		248 Maine Education & School Statutes law books updated through 132 nd Second Regular Session of Maine Legislature		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. The Department is required by statute Title 20-A M.R.S. §255(1)(A)-(B) to provide this information to our constituents (school administrative units) (174 books this year). Every year there are also Department of Education staff members that request a book to assist in their work and the number varies every year. The book with updated statutes enacted through the Second Regular Session of the 132nd Maine Legislature needs to contain Title 20-A in its entirety, Title 20 in its entirety. Maine's Freedom of Access law in its entirety, and various other laws dealing with school finance, labor relations, conflicts of interest, municipal government and health and safety provisions as well as a Table of Contents and an Index. The Legislature's full online statutes do not usually become updated until well after the effective date (normally 90 days after Session ends) of new legislation after a Legislative Session ends.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable. The Department of Education does not have the staffing, expertise, time or equipment to compile amended school laws to be provided to school administrative units before or just after schools start for the new school year. No other State Agency or Legislative publication would be able to provide just Title 20, Title 20-A and a few other Sections of Titles that have been requested by school administrative units such as the Freedom of Access Act, some labor statutes, some municipal statutes and some pertaining to health and safety. This is the only company that publishes this soft-cover book.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. The vendor has supplied the Department of Education updated education and school statutes every year since 1995. Because of the number of books that we purchase we receive a bulk price. Last year it was \$61.00 each, soft cover, almost 460 pages double-sided including a Table of Contents and an Index. The vendor's standard pre-order bulk price is \$64.00 each. The vendor has quoted the pre-order price of \$62.00 each for the Department for this year because of our long history and large orders. After the vendor pre-order deadline the price goes up to \$68.00 each.
4. Describe the plan for future competition for the goods or services. Currently, only this vendor provides these books, if another company offers this publication, we will put out an RFP.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.☒ No – If No, proceed to Part V.**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE***Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):*Chelsey Fortin-Trimble*
Associate Commissioner

Typed Name:

Chelsey Fortin-Trimble

Date:

6/25/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:DocuSigned by:
Justin Franzose
AEED9C7B3A8044E...

Typed Name:

Justin Franzose

Date:

6/29/2026

Certificate Of Completion

Envelope Id: BEC19F17-D217-8FAD-80C7-83AA8F4D57F4

Status: Completed

Subject: Complete with Docusign: Procurement Justification Form Law Books 2026-27.docx

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Chelsey Fortin-Trimble

AutoNav: Enabled

Chelsey.A.Fortin@maine.gov

Envelopeld Stamping: Disabled

IP Address: 20.236.201.103

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Chelsey Fortin-Trimble

Location: DocuSign

6/25/2026 5:12:22 PM

Chelsey.A.Fortin@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Chelsey Fortin-Trimble

Chelsey.A.Fortin@maine.gov

Associate Commissioner

Security Level: Email, Account Authentication (Optional)

Signature Adoption: Pre-selected Style

Using IP Address: 64.135.140.95

Sent: 6/25/2026 5:12:23 PM

Viewed: 6/25/2026 5:12:30 PM

Signed: 6/25/2026 5:13:33 PM

Freeform Signing

Electronic Record and Signature Disclosure:

Accepted: 12/11/2020 3:03:42 PM

ID: 008b4aa3-33a1-416a-94c8-bfea019b2603

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

6/25/2026 5:12:23 PM

Certified Delivered

Security Checked

6/25/2026 5:12:30 PM

Signing Complete

Security Checked

6/25/2026 5:13:33 PM

Completed

Security Checked

6/25/2026 5:13:33 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure